

HEALTH OCCUPATIONS CREDENTIALING

Internet Access Instructions for

Submitting Criminal Record Checks

Below are the steps needed to submit Criminal Record Checks Online and also to obtain the results.

GAINING ACCESS TO THE KDADS ONLINE CRIMINAL RECORD CHECK WEBSITE:

Go to www.kdads.ks.gov and click on the Health Occupations Credentialing link which is highlighted in blue below.



Scroll down and look for the Home and Community Base Services Criminal Record Check heading and click on the HCBS Provider Criminal Record Check Information link and then click on the Online Criminal Record Check link highlighted below. The links to the instructions for submitting a criminal record check, the list of prohibited offenses, and other information is listed there.

The screenshot shows a web browser window with the URL <http://www.kdads.ks.gov/commissions/scc/health-occupations-crede...>. The page is titled "Health Occupations Creden...". On the left side, there is a sidebar with "WALK-IN HOURS: Monday to Friday 9:00 a.m. to 4:00 p.m.". The main content area is divided into several sections, each with a blue header bar and an "Expand all" or "Collapse all" link. The sections are: "Licensure and Registration Information" (with links for License Verification, License and Registration Renewal, Board of Adult Care Home Administrators (BACHA), Adult Care Home Administrator Information, Speech Language Pathologists and Audiologists, Dietitians, and Operators); "Home and Community Based Services Criminal Record Check" (with a "Collapse all" link and a link for "HCBS Provider Criminal Record Check Information (UNDER CONSTRUCTION)" which includes links for "HCBS Providers Criminal Record Check Instructions", "Request a Criminal Record Check", and "Prohibited Offenses List"); "Criminal Record Check Program" (with an "Expand all" link and a link for "Criminal Record Check Program Information"); "Training Provider Information" (with an "Expand all" link and links for "Nurse Aide and Home Health Aide Training Information and Resources", "Medication Aide Information and Training Resources", "Continuing Education Sponsorship Information", "Nutritional Assistant / Activities Director / Social Services Designee Resources", "Course Approval Application", "Course Roster Submission Form", "Instructor Application", and "Distance Learning Guidelines"); and "Contact Us" (with an "Expand all" link and a link for "Contact Information"). The Windows taskbar at the bottom shows the time as 9:13 AM on 7/10/2015.

WALK-IN HOURS:
Monday to Friday
9:00 a.m. to 4:00 p.m.

Licensure and Registration Information

Expand all

- License Verification
- License and Registration Renewal
- Board of Adult Care Home Administrators (BACHA)
- Adult Care Home Administrator Information
- Speech Language Pathologists and Audiologists
- Dietitians
- Operators

Home and Community Based Services Criminal Record Check

Collapse all

- HCBS Provider Criminal Record Check Information (UNDER CONSTRUCTION)
 - HCBS Providers Criminal Record Check Instructions
 - [Request a Criminal Record Check](#)
 - Prohibited Offenses List

Criminal Record Check Program

Expand all

- Criminal Record Check Program Information

Training Provider Information

Expand all

- Nurse Aide and Home Health Aide Training Information and Resources
- Medication Aide Information and Training Resources
- Continuing Education Sponsorship Information
- Nutritional Assistant / Activities Director / Social Services Designee Resources
- Course Approval Application
- Course Roster Submission Form
- Instructor Application
- Distance Learning Guidelines

Contact Us

Expand all

- Contact Information

After clicking on the link, you will be taken to the Online Criminal Record Check website.

The screenshot shows a web browser window with the address bar displaying <https://www.kansas.gov/kdads-criminalhistory>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search icon, a lock icon, and a dropdown menu with "Information ...". The browser's status bar at the bottom shows the Windows taskbar with various application icons and the system clock displaying 8:24 AM on 6/30/2015.

The website header features the Kansas Department for Aging and Disability Services logo on the left and a "Criminal Record Check" logo on the right. Below the header, the page is divided into two main sections: "SITE NAVIGATION" and "Introduction".

SITE NAVIGATION

- [Criminal Record Check Intro.](#)
- [Convenience Fees](#)
- [Helpful Hints](#)
- [Contact Info.](#)
- [Log Out](#)

OTHER WEB SITES

- [< KDADS Web Site](#)
- [< HOC Web Site](#)
- [< Kansas Web site](#)

Introduction

Welcome to the KDADS Online Criminal Record Check Submission web site. Any adult care home, home health agency, or staffing agency referenced under KSA 39-970 or KSA 65-5117 is authorized to use this online process.

FOR NEW USERS ONLY

(New users are defined as New Facility, meaning the Facility has NOT signed up to work with this application before. See "Existing Facility" below for additional information.)

Select "new user" and enter the facility information which includes: facility ID number and name, street address, city, state, zip code, phone number and e-mail address as shown below. **Only one email address per facility is permitted.** If an email address is already associated with your Facility, you must follow the steps defined in "existing Facilities Needing New Login Information" below.

Please wait 24 hours until the next business day before proceeding to the next step

Next, go to the log on page and select log on.

Select "forgot password?" located next to the password field.

On the next screen, reenter the facility ID number (a letter, followed by six numbers, all caps, no punctuation, i.e. N000999) and select *Reset my password.*

Go to the facility email inbox and check for receipt of an email message from helpcenter@ink.org. (If the help center email is not found in the inbox, check the junk file folder.) This email will contain a temporary password.

Highlight and copy the password within the email, then return to the log on page and hit log on. Enter the facility ID number and paste the temporary password into the password field. Next, change the temporary password to a permanent password, incorporating a capital letter, number and symbol. Passwords are not stored and cannot be retrieved, so if you should loose or forget your password, simply request a new one by selecting "forgot password?".

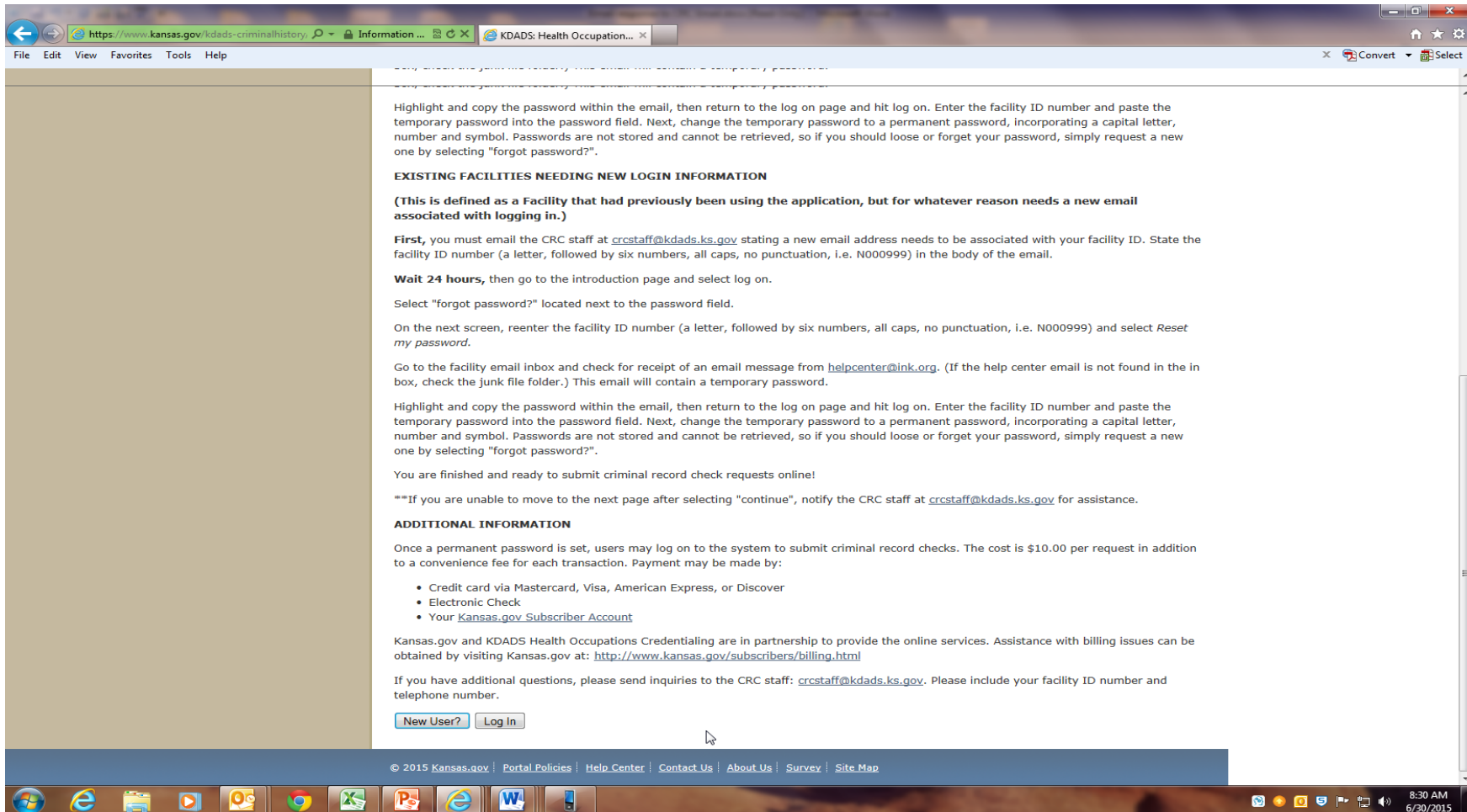
EXISTING FACILITIES NEEDING NEW LOGIN INFORMATION

(This is defined as a Facility that had previously been using the application, but for whatever reason needs a new email associated with logging in.)

First, you must email the CRC staff at crctest@kdads.ks.gov stating a new email address needs to be associated with your facility ID. State the facility ID number (a letter, followed by six numbers, all caps, no punctuation, i.e. N000999) in the body of the email.

Wait 24 hours, then go to the introduction page and select log on.

At the bottom of the page you will see a button marked Log In. Do not click on the New User button.



If it is the first time a user logs into the system they will have to request a password. In order to receive the password the user must have a Facility ID number issued by HOC and a current email address must be on file. If an email address is not on file or the email address needs to be changed (**Only one email address per facility is permitted**), please contact the criminal record check staff at crcstaff@kdads.ks.gov. Once received, there a 24 hour waiting period for the new email to be updated on the criminal record check website. After 24 hours, the user should go to the introduction page for the online Criminal Record Check website <https://www.kansas.gov/kdads-criminalhistory/index.do> and select Log On.

Select "forgot password?" located next to the password field.



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[< BCCHF Web Site](#)
[< HOC Web Site](#)
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Log in

Facility ID Number:

Password: [Forgot password?](#)

Trouble logging in?

Remember, all fields are case-sensitive. You must enter the Facility ID, e-mail address and password exactly as you did when you created it. If you have questions you may contact KDADS at 785-296-8628 or by [email](#).

On the next screen, enter the facility ID number (example: G067011) and select *Reset my password*.

The screenshot shows a web browser window with the URL <https://www.kansas.gov/kdads-criminalhistory/>. The page header includes the Kansas Department for Aging and Disability Services logo and a 'Criminal Record Check' badge. The main content area is titled 'Forgot Password' and contains the following text: 'Forgotten your password? Enter your facility ID below. We will send a new password to the e-mail address you have registered with us.' Below this text is a text input field labeled 'Facility ID Number:' and a blue button labeled 'Reset my password'. On the left side of the page, there are two sections: 'SITE NAVIGATION' with links for 'Criminal Record Check Intro', 'Convenience Fees', 'Helpful Hints', 'Contact Info', and 'Log Out'; and 'OTHER WEB SITES' with links for '< KDADS Web Site', '< HOC Web Site', and '< Kansas Web site'. The footer of the page displays copyright information: '© 2015 Kansas.gov | Portal Policies | Help Center | Contact Us | About Us | Survey | Site Map'.

The user will receive an email message from helpcenter@ink.org. **(If the help center email is not found in the in box, check the junk file folder.)** This email will contain a temporary password (example: w\$R@*bb).

Highlight and copy the password within the email, then return to the log on page and click on Log On. Enter the facility ID number and paste the temporary password into the password field.

Next, change the temporary password to a permanent password, incorporating a capital letter, number and symbol.

Passwords are not stored and cannot be retrieved, so if you should lose or forget your password, simply request a new one by selecting "Forgot Password?".

Now you are finished and ready to submit criminal record check requests online!

SUBMITTING CRC'S

Once you have gained access to the Online Criminal Record Check website, you can begin submitting your Criminal Record Check requests.

Enter the information in the fields below.



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Applicant Initial Search

You are not required to have information in all of the below fields. If the person you are searching for is not in the result list on the next page put information in fewer of the below fields.

Social Security Number:


Example: 999-99-9999

Date of Birth:

Example:
01/01/1960

Last Name:

Unless the individual has had a recent search they may not show up. If that occurs, click on the **Applicant Not Listed** Button and continue to the next screen.



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Applicant Initial Search Results

Please choose one (1) applicant below and select "Continue" to verify their identity on the following page.

| Select Applicant | Social Security Number | Applicant Full Name | Date of Birth | Gender |
|------------------|------------------------|---------------------|---------------|--------|
|------------------|------------------------|---------------------|---------------|--------|

Person Not Listed Above?

- Refine Search - Select this button and use different search criteria or criteria in fewer fields.
- Applicant Not Listed - Select this button to enter information for a person that you cannot find in the database.

[Refine Search](#) [Applicant Not Listed](#) [Continue](#)

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Enter the individual’s information in the boxes below. The boxes with the small red arrows are required information. The criminal record check will be rejected without that information. Once the information is fill in, click on the **Submit** button at the bottom of the page.

Submit Applicant to KDADS

➤ Indicates required information

Applicant's Detailed Information

➤ SSN:

Example: 999-99-9999

➤ First Name:

Middle Initial:

➤ Last Name:

Name Suffix:

Address:

City:

State:

--Please Select--

Zip Code:

Home Phone Number:

Example: (999) 999-9999

Work Phone Number:

Example: (999) 999-9999

➤ DOB:

Example: 01/01/1960

➤ Gender:

--Please Select--

➤ Race:

--Please Select--

Other Last Name1:

Other Last Name2:


Other Last Name3:

Other Last Name4:

Other Last Name5:

On the Applicant Summary Page the individual(s) you have entered will be listed. If you have more individuals to submit, click on the **More** button. You can also Print the list or Delete individuals from the list by clicking on the appropriate button. If you are finished submitting individuals, click on the **Finished** button.

Kansas.gov, the Official Web site of the State of Kansas




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Applicant Summary Page

 NOTICE: We have your e-mail address as **sirwin@kdhe.state.ks.us**. To change your e-mail address, if it is incorrect, select the "Update E-mail Address" button below.

Update E-mail Address

When you select Submit below you will be submitting a request for **1** criminal history record checks at a cost of **\$10.00** plus the applicable [convenience fees](#). Your Grand Total including all fees will be displayed after you indicate your payment type on the following page.

| Remove | SSN | Full Name | Date of Birth | Amount |
|--------------------------|------|--------------|---------------|----------------|
| <input type="checkbox"/> | 6789 | IRWIN, STEVE | 01/01/1955 | \$10.00 |
| TOTAL | | | | \$10.00 |

RemovePrintFinishedMore

Button Descriptions

- **Remove** - Will remove a selected applicant from the list. The page will refresh and display recalculated results.
- **Print** - Prints a printer-friendly report of the applicants on the list.
- **Finished** - Will submit the applicants on the list and continue on to the payment process.
- **More** - Allows you to add additional applicants by searching for them on the initial search page.

Upon clicking on the **Finished** button you are then taken to the KanPay website to submit payment.

Expiration Date: 01/2010

Contact Information

Phone
Number: 7852966647

[Make changes](#)

Email
Address: sirwin@kdhe.state.ks.us

Cost Information

| SKU | ID | Description | Quantity | Amount |
|---------|------|-------------------------------------|--------------|-----------------|
| KDHECH | 1111 | Search Fee -- KDHE Criminal History | 1 | \$ 10.00 |
| CONVFEE | | Convenience Fee | 1 | \$ 1.32 |
| | | | Total | \$ 11.32 |

Agreement to Pay

I understand that the above amount will be charged to my credit card, and that my credit card billing statement will show this amount as paid to "Kansas.gov KanPay Pmt".

Kansas.gov reserves the right to assess you a \$15 service fee for all chargebacks and returns.

Please be patient once you have hit the "*I Agree / Submit Payment*" button, it may take up to 60 seconds before your order is completed. Upon completion you will be returned to the "*Test Application*".

[I Agree / Submit Payment](#)

[I Disagree / Cancel Order](#)

[Kansas.gov](#) :: [Policies & Statements](#) | [Help Center](#) | [Contact Us](#)

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After payment is accepted, the final screen is the Confirmation page. The criminal record check has not been submitted unless you see this page. It is advisable to print this page and keep for your records.

Criminal Record Check of KANSAS, INC.

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Confirmation

You have successfully submitted a request for **1** criminal history record checks to the Kansas Department of Health & Environment for processing. You may contact the KDHE at 785-296-8628 or by [email](#) with questions.

Please print and retain this page for your confirmation of criminal record check submission and receipt of electronic payment.

Facility Information

Facility ID Number: **N087054**

Facility Name: **ALTERRA CLARE BRIDGE OF WICHITA**

Payment Information

Confirmation Number: **80385**

Reference ID: **de47cea85a72db7**

Transaction Date: **March 05, 2008 08:06 am**

Payment Method: **Credit Card**

Total Record Check Cost: **\$10.00**

Convenience Fee: **\$1.32**

Total Cost: **\$11.32**

Some tips to remember when submitting requests online.

1. Gather all necessary information before beginning the online process (IE: All names used by the individual, SSN, DOB, address, gender)
2. Use ALL caps when entering information.

3. Do NOT use the browser back button.

4. Do NOT let the system time out.

If you happen to do number 3 or 4, the system may lock all information that was entered previous to the time out/back button for 24 hours.

GETTING RESULTS

Go to the Kansas Nurse Aid Registry: www.ksnurseaidregistry.org

Select the second option titled: Health Care Facility Access

Enter your Facility ID # and click submit.

Select Employment List/Employment Verification Page.

Here you will have a listing of all employees currently affiliated with your facility.

Across from each name will be a “View Results” button once the Criminal Record Check is completed.

When you click this button it will have one of two results.

1. No Criminal History: It will populate a word document that states this individual does not have a criminal history. You will print this off and put it in their file.
2. Criminal History Match: It will give you a message that states that it has been determined that the individual does have a criminal history and that we will mail the results.

Please be diligent in checking the results online!

HEALTH OCCUPATIONS CREDENTIALING

Internet Access Instructions for Obtaining Criminal Record Check Results

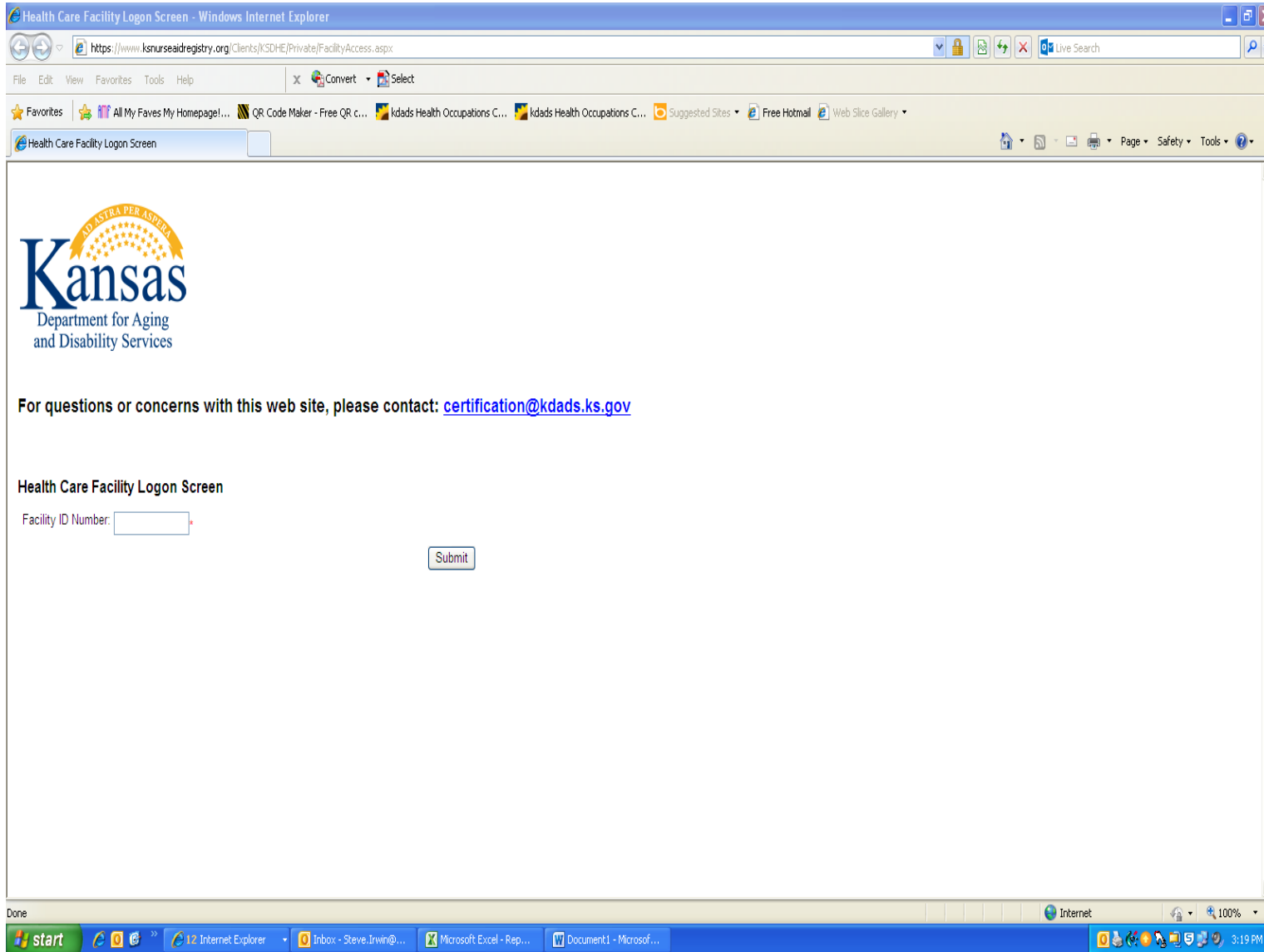
If you are a Kansas HCBS Provider you may access the Kansas Nurse Aide Registry by entering the following web address: www.ksnurseaidregistry.org. It would be advisable to keep the address as a favorite.

Facilities will need to click on the **Health Care Facility Access** button in order to obtain criminal record check results.



The Facility ID number will be issued by Health Occupations Credentialing upon receipt of the Facility Information form. **Example: A999123. Do not use hyphens or spaces.**

Enter the Facility ID number in the box and click on the Enter button.



The screenshot shows a web browser window titled "Health Care Facility Logon Screen - Windows Internet Explorer". The address bar displays the URL: <https://www.ksnurseaidregistry.org/Clients/KSDHE/Private/FacilityAccess.aspx>. The browser's Favorites bar shows several links, including "All My Faves My Homepage!", "QR Code Maker - Free QR c...", "kdads Health Occupations C...", and "kdads Health Occupations C...". The main content area features the logo for the "Kansas Department for Aging and Disability Services" with the motto "AD ASTRA PER ASPERA". Below the logo, a message states: "For questions or concerns with this web site, please contact: certification@kdads.ks.gov". The "Health Care Facility Logon Screen" section contains a label "Facility ID Number:" followed by a text input box and a "Submit" button. The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Outlook, Microsoft Excel, and a Microsoft Word document), and the system clock indicating 3:19 PM on 12/12/2012.

Health Care Facility Logon Screen - Windows Internet Explorer

<https://www.ksnurseaidregistry.org/Clients/KSDHE/Private/FacilityAccess.aspx>

File Edit View Favorites Tools Help X Convert Select

Favorites All My Faves My Homepage!... QR Code Maker - Free QR c... kdads Health Occupations C... kdads Health Occupations C... Suggested Sites Free Hotmail Web Slice Gallery

Health Care Facility Logon Screen

Kansas
Department for Aging
and Disability Services

For questions or concerns with this web site, please contact: certification@kdads.ks.gov

Health Care Facility Logon Screen

Facility ID Number:

Submit

Done

start 12 Internet Explorer Inbox - Steve.Irwin@... Microsoft Excel - Rep... Document1 - Microsof... Internet 100% 3:19 PM

Select the **Employment List** button to proceed to the list of employees. From there you can obtain the results of criminal record checks which have been submitted.

Health Care Facility Selection Screen - Windows Internet Explorer

https://www.ksnurseaidregistry.org/Clients/KSDHE/Private/FacilityMain.aspx


File Edit View Favorites Tools Help

Convert Select

Favorites All My Faves My Homepage!... QR Code Maker - Free QR c... kdads Health Occupations C... kdads Health Occupations C... Suggested Sites Free Hotmail Web Slice Gallery

Health Care Facility Selection Screen

Page Safety Tools



Please Select the Desired Action:

(Please use the below button to go to the Employment List Page)

Employment List

(Please use the below button to go to the Employment Verification Form)

Employment Verification Form

All information provided on this web page and other associated web pages is made available to provide immediate access for the convenience of interested persons. While we believe the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information.

Done

Internet 100%

start 12 Internet Explorer Inbox - Steve.Irwin@... Microsoft Excel - Rep... KANSAS NURSE AIDE...

3:31 PM

The Employee list page, as shown below, will list employees who have either been submitted for a criminal record check or are associated with a facility for some reason. HOC will add the employee to your employee list as part of the criminal record check process. The individual should be listed the following business day after you have submitted your request. To obtain criminal record check results on a listed employee, click on the View Results button. It usually takes two to three business days for the results to be posted to the site.



Welcome to the Health Occupations Credentialing Employment Verification Page. This page will allow you to keep your employee's nurse aide certification status current. Listed below are individuals who were submitted by your facility for a criminal record check. The list also includes the Certified Nurse Aides, Home Health Aides, and Certified Medication Aides who reportedly worked a minimum of eight hours during the past 24 months. Any CNA, CMA or HHA who worked a minimum of eight hours during the previous calendar year should remain on the list.

The Health Occupations Credentialing Employment Verification Page also allows you to:

- * Remove individuals who are no longer employed by your facility
- * Add new employees
- * Search for certification verification for employment eligibility
- * View and print CNA / CMA /HHA confirmation notices
- * After a criminal record check has been submitted and processed, you can view the criminal record check no match results (those with no criminal history) by selecting the "View Result" button. (Please note that criminal record check results on those with criminal history will be sent via regular mail.)

Thank you for using this site. We hope you find it useful.

For questions or concerns with this web site, please contact: crcstaff@kdads.ks.gov

December 11, 2013

KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES


If the "View Result" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-1253.

| | Name | Credential Number | Certification Type | CRC Results | Current Employee |
|------------------------|--------------------------|-------------------|--------------------|-----------------------------|---|
| Remove | VICKY AKER | | | View Result | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Remove | RANDY LEE ANGLE | | | View Result | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Remove | JERMAIN LAJUANE BETTS | | | View Result | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Remove | GENEAN PLESHETTE BEVERLY | | | View Result | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Remove | MARANDA E BEYARD | | | View Result | <input checked="" type="radio"/> Yes <input type="radio"/> No |

Click on the View Result button to obtain the results. If an individual has no criminal history, when you click the View Result button you will get the message shown in the box below. This will allow you to open or save the “No Match” letter.

| | | |
|--|--|-----------------------------|
| | | View Result |
| | | View Result |
| | | View Result |
| | | |
| | | View Result |
| | | View Result |
| | | |
| | | |
| | | View Result |
| | | View Result |

File Download



Do you want to open or save this file?

Name: c9db8746-b72b-4af8-9c27-1ffe30dbd95e.rtf

Type: Microsoft Word 97 - 2003 Document, 2.06MB


From: **www.ksnurseaidregistry.org**

Open

Save

Cancel

☒ Always ask before opening this type of file



While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

It is advisable to print a copy of the No Match document and keep on file.

| | | |
|--|---|--|
| Survey, Certification and Credentialing Commission Health Occupations Credentialing New England Building 603 South Kansas Avenue Topeka, KS 66603-3404 |  Kansas Department for Aging and Disability Services | Phone: (785) 296-1240 Fax: (785) 296-3075 wwwmail@kdads.ks.gov www.kdads.ks.gov |
| Shawn Sullivan, Secretary | | Sam Brownback, Governor |
| Joe Ewert, Commissioner | | |

MAIL TO:

ATTN: HUMAN RESOURCES
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES
1000 SW JACKSON
TOPEKA, KS 66612

Phone: 785-296-1270
Fax: 785-296-3075
www.kdheks.gov/hoc

The criminal record check process on the individual listed below has been completed. No documentation of the existence of any criminal history related to prohibited offenses pursuant to KSA 39-970 and KSA 65-5117 has been received from the Kansas Bureau of Investigation on the individual listed. If you have any questions please call (785) 296-6647.

DATE: Nov 06, 2012

NAME:
TEST-WOOD TEST

DOB:
SEX:
RACE: Unknown

KNOWN ALIASES:

If an individual has some type of criminal history on file, the message below appears when the View Results button is clicked. It does not necessarily mean that the individual is prohibited but that there is criminal history on file. Per KBI security guidelines HOC is prohibited from transmitting criminal history information electronically. Criminal history information must be sent via regular mail.

If an individual has a conviction which prohibits employment, a Notice of Employment Prohibition will be sent via regular mail to the facility that requested the criminal record check.

The criminal history information has been reviewed and it has been determined the named subject has convictions or adjudications on file in the state central repository. Additional information will be mailed to the requesting facility/agency. For questions email crostaff@kdads.ks.gov.

If an individual is prohibited from being employed due to either a criminal conviction or a finding of Abuse, Neglect or Exploitation the message in red will appear on the Nurse Aide Registry Confirmation Notice as illustrated in the screen shot below.

knar prohibition screenshot.htm - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

C11

 Survey, Certification and Credentialing Commission

Nurse Aide Registry Confirmation Notice

certification@kdads.ks.gov - REGISTRY INQUIRIES ONLY!

Name: STEVE TESTCASE AidID: 10101

Other Names:
STEVE TESTERDUDE

| Certification Type | Issued | Expiration | Status | Employment Verification End Date |
|----------------------|-----------|------------|----------|-------------------------------------|
| Certified Nurse Aide | 7/27/1998 | | Inactive | 05/12/2007 |

Last Criminal Record Check: 05/06/2002

Last Criminal Record Check Requested By

EMPLOYMENT PROHIBITION ON FILE.

IF YOU HAVE QUESTIONS, PLEASE CONTACT
(785)-296-1253.

***DISCLAIMER: All information provided on this web page and other associated web pages are made available to provide immediate access for the convenience of interested

LicenseeDetails

Ready

11:48 AM 6/30/2015